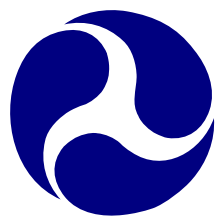


TEAM-Web User Guide

Chapter 7 ***Execution***

By:
QSSI

Version: 2.3
Date: 03/04/2009



Chapter 7 Change History

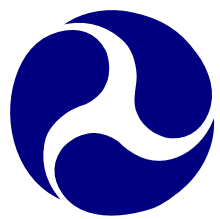
Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to Comments/concurrence and Review/DOL Dates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/30/2007	Continued formatting changes and updates	Travis Klein
2.02	02/29/2008	Minor reference and wording modifications	Travis Klein, Patty String
2.1	05/02/2008	Supplemental Agreement modifications	Travis Klein
2.2	07/01/2008	Minor wording updates	Travis Klein, Naeem Ashraf
2.3	03/04/2009	Updates to include ER (CMS 26977) changes	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*



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Execution

Overview

This chapter will cover the execution requirements and execution process in TEAM-Web.

FTA Award: Requirements for Executing

When FTA is satisfied with an application and sufficient funding is available, FTA will award funds for the Project.

After FTA has awarded funds for the Project, the Recipient should execute (PIN) the Award. When FTA and the Recipient enter their PINs for the Award, they are consenting to the terms and conditions of the Agreement governing the Project. The type of Agreement reflected in the “Award” tab page of the Execute Award window is determined by the selection made from the Project Type dropdown list in the Project Information window (*e.g.*, Grant Agreement, Cooperative Agreement, Other Transaction, *etc.*). The Government may withdraw its obligation to provide financial assistance if the Recipient does not execute the Award within 90 days after the “Obligation Date” (*i.e.*, the date on which the authorized FTA official PINed the award). The Agreement reflects dates when the FTA Official made the award and when the Recipient executed the Award.

The Recipient agrees to undertake and complete the Project, and provide for the use of Project facilities and equipment, in accordance with the terms of the Agreement or Agreement, the Approved Project Budget, the Project or Program schedules, and all applicable laws, regulations, U.S. DOT and FTA directives, and published Federal policies.

U.S. DOT regulation "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (49 C.F.R. Part 18) applies to a grant or cooperative agreement with a Recipient that is a state, local or Indian tribal government. U.S. DOT regulation "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations" (49 C.F.R. Part 19) applies to a grant or cooperative agreement with a Recipient that is an institution of higher education or a nonprofit organization.



Execution (Execute Award)

1. A Recipient organization should execute an FTA award within ninety days of its approval. To execute VA-90-X209-00, the Recipient user with award execution privileges clicks **Execution** in the navigational menu, and then queries the project (see Figure 1).
2. For an award that has no supplemental agreement, the Execute Award screen opens with two tab pages. The Summary tab contains information about the project. The Award tab contains the agreement, and an entry field for the Recipient to PIN the award.

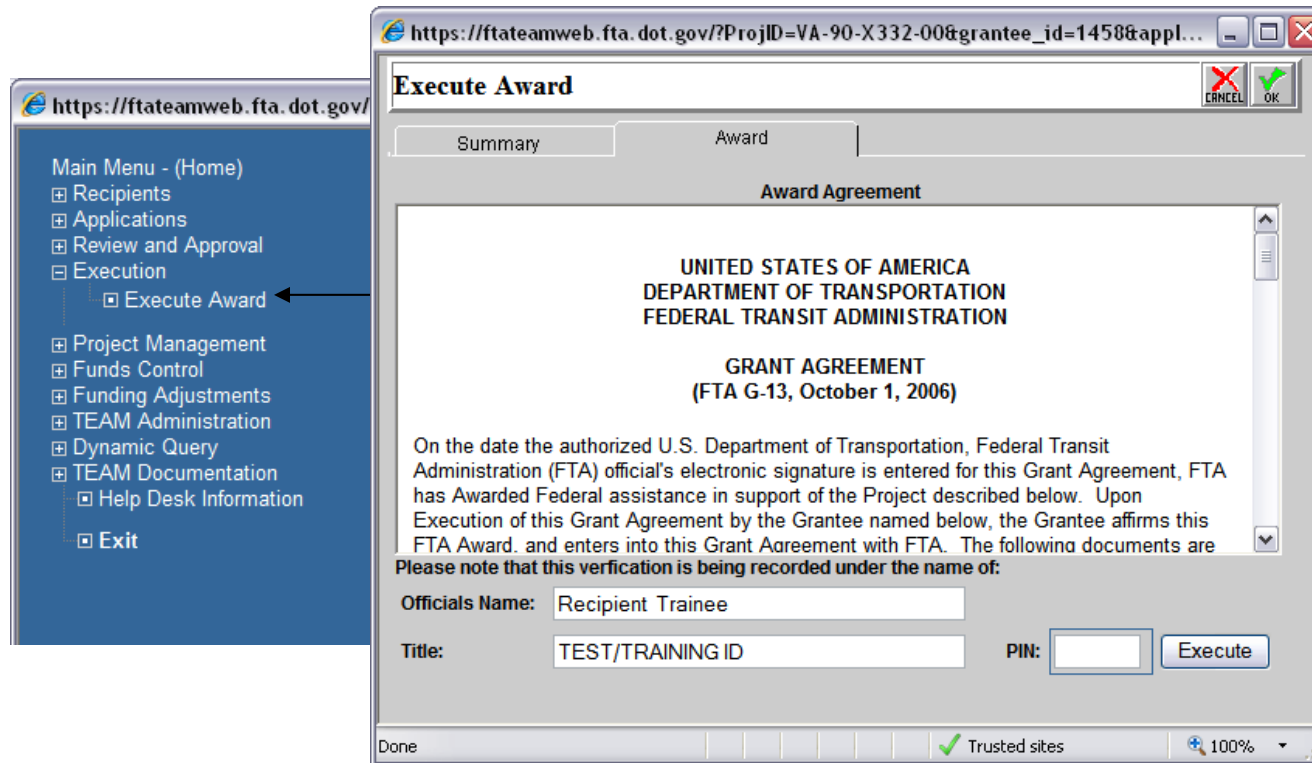
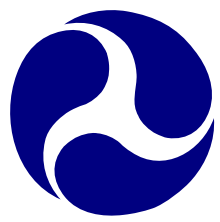


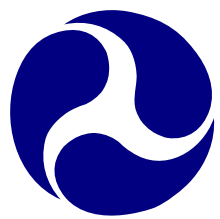
Figure 1

Note: An award with a supplemental agreement includes another tab for the Designated Recipient. The Designated Recipient must PIN the agreement before the Recipient official executes the agreement. A project must be executed before funds can be drawn on/disbursed.



Execute Award – Summary Tab

Figure 2 illustrates the Summary Tab of the Execute Award feature and its read-only information.



Read-Only: Project Header

Read-Only: Project Status

Read-Only: Project Award Status

ARRA Data Elements

Execute Award

CANCEL

OK

SummaryAward

Recipient:

5026

CONFERENCE OF MINORITY TRANSPORTATION OFFICIALS (COM

Project:

DC-26-7292-00

COMTO International Support

Amend:

COMTO International Support

Status:

Obligated/Execution Req'd

No MS/P Report, No FSR

Project Type:

Cooperative Agreement

App. Type:

☐ Paper ☒ Electronic

Preaward Auth.: ☐ Yes ☒ No

Contract Awarded by:

User Name/Title

Date/Time

Vincent Valdes

Associate Administrator

9/25/2008 11:59:53 AM

Contract Executed by:

Purpose of the Investment:

☐ a. To preserve and create jobs and promote economic recovery.

☐ b. To assist those impacted by the recession.

☐ c. To provide investments needed to increase economic efficiency by spurring technological advances.

☐ d. To invest in transportation infrastructure that will provide long-term economic benefits.

☐ e. To stabilize State and local government budgets, in order to minimize reductions in essential services and counterproductive State and local tax increases.

Rationale of the Agency for Funding this Investment:

☐ a. Project is ready to go (all applicable federal requirements are complete).

☐ b. Use of Recovery funds for this project frees up other FTA/State/local resources for other purposes.

☐ c. Project is high local/regional priority.

☐ d. Project could not have been implemented without supplemental funding.

☐ e. Funding accelerates completion and decreases over-all project costs.

☐ f. Project provides equipment or facilities to increase transit ridership.

☐ g. Project is a needed investment to bring assets to a state of good repair.

☐ h. Project addresses immediate maintenance needs.

Figure 2



New data fields were created to support the American Recovery and Reinvestment Act (ARRA) signed in 2009. If FTA awards a project utilizing one of the Economic Recovery (ER) account class codes specifically established for the Act, then the check boxes in the Summary Tab of the Execute Award feature will be active and modifiable (see Figure 3). The grantee must select at least one check box from each category (Purpose of the Investment, and Rationale for Funding the Investment) before they may proceed with PINing/ Executing the award. For all projects without ER funding, the check boxes will be read-only and un-checked.

Purpose of the Investment:

- ☐ a. To preserve and create jobs and promote economic recovery.
- ☐ b. To assist those impacted by the recession.
- ☒ c. To provide investments needed to increase economic efficiency by spurring technological advances.
- ☐ d. To invest in transportation infrastructure that will provide long-term economic benefits.
- ☒ e. To stabilize State and local government budgets, in order to minimize reductions in essential services and counterproductive State and local tax increases.

Rationale of the Agency for Funding this Investment:

- ☒ a. Project is ready to go (all applicable federal requirements are complete).
- ☐ b. Use of Recovery funds for this project frees up other FTA/State/local resources for other purposes.
- ☐ c. Project is high local/regional priority.
- ☒ d. Project could not have been implemented without supplemental funding.
- ☐ e. Funding accelerates completion and decreases over-all project costs.
- ☐ f. Project provides equipment or facilities to increase transit ridership.
- ☒ g. Project is a needed investment to bring assets to a state of good repair.
- ☐ h. Project addresses immediate maintenance needs.

Figure 3

Execute Award – Award Tab

1. The **Award** tab has the Award Agreement information. Enter the PIN number and click **Execute** (see Figure 4). Note that only authorized officials have a PIN for executing an award.
2. A pop-up message appears indicating that the project was successfully executed; click **Close** and TEAM-Web returns to the Project Query Results window. The status in the Project Details now reads 'Active'.
3. Any execution transactions are sent nightly to the accounting system (Delphi) in preparation for future draw down/disbursement requests.

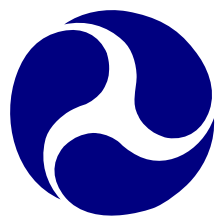
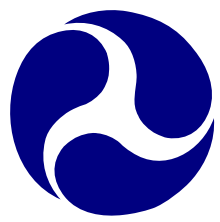


Figure 4

Execute Award – Supplemental Agreement

- The **Supplemental Agreement** tab is used when there is a supplemental agreement (the Supplemental Agreement Tab will not appear unless a supplemental agreement is required – see Figure 4 for when one is not required, and Figure 5 for when one is required). In this case, the Designated Recipient must PIN the grant before the Recipient may PIN the grant.
 - Supplemental agreements are only permitted for certain section/ section of statute (5307- Urbanized Area Formula, 5316- JARC, 5317- New Freedom) grant awards where the Recipient applying for the grant has specified that it have a designated Recipient.



- **Supplemental Agreement** can be selected in the General tab of the Project Information tool for the acceptable Section of Statutes. If the proper parameters are met, a grant will be flagged for a Supplemental Agreement with Create Project, Copy Project, Assign Project Number, and Change Project Number.
 - If any of the 5307, 5316, or 5317 Section of Statutes are selected and a Designated Recipient is identified by the system that is not the same as the Project Recipient ID, then the Supplemental Agreement will not only become active, but it will also default to “Yes.” If any of the 5307, 5316, or 5317 Section of Statutes are selected and a Designated Recipient does not exist or is the same as the Project Recipient ID, then the Supplemental Agreement will become active in Project Information, but it will instead default to “No.” In either case, the user will have the option of changing the Supplemental Agreement selection in the Project Information screen. (Note: if a Section of Statute that does not allow for a Supplemental Agreement is selected, the Supplemental Agreement radio buttons in the Project Information screen will be read only/ grayed out).
- Once FTA awards the project, the status becomes ‘Sup Agrmt Execution Req.’
- The Designated Recipient will PIN the award, and then the Recipient will execute the grant.
- If the Supplemental Agreement option is not marked appropriately on the Project Information page, it can be modified by a user prior to submission of the application. FTA staff can later view the selection in the Reservations screen at the time of fund(s) reservation, but may not modify the selection (the field is read-only).



Figure 5

1. From the main menu click on Recipients, query for the desired recipient, and click on Modify Recipients.
2. Enter the Designated Recipient's ID in the **Designated Recipient** field (see Figure 6).

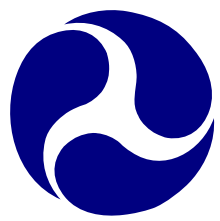
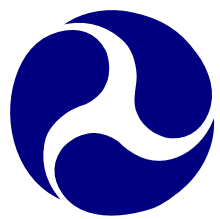


Figure 6

3. If a 5307, 5316, or 5317 Section of Statute is selected, the Supplemental Agreement radio buttons are modifiable and will default to “Yes” if the designated Recipient is appropriately different from the Project Recipient ID (1019 is different from 5600 in Figure 6). You still have the option of marking the Supplemental Agreement “No” In the Project Information screen (see Figure 7).



https://ftateamweb.fta.dot.gov/?applIndex=0&amendment_id=248149&contract_id=248149&AllowGN...

Project Information

General | Control Totals | UZA/Cong Dist | Earmarks | Security

Recipient: 6708 KTCT&C
K.T.C. TOURS & CHARTERS

Project: TEST TEST test test

Project Type: Grant Award

New/Amendment: New

Amend Reason: Initial Application

Recip. Type: Small Business

Sec of Statute: 49 USC 5307 - Urbanized Area Formula (FY2006 forward)

Fed Dom Asst#: 20.507 - Federal Transit_Formula Grants

FTA Proj Mgr:

Recip Contact:

State Appl ID:

Est Start/End:

Rec by State:

EO 12372 Review: ☐ Yes ☒ No ☐ N/A

Contract No:

Rev Date:

Planning Grant: ☐ Yes ☒ No

Program Date: 5/30/2007

Program Page:

Application Type: ☐ Paper ☒ Elect

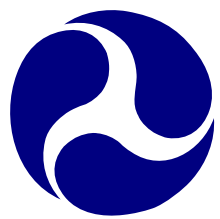
Supplemental Agreement: ☐ Yes ☒ No

Project Description

Done Trusted sites 100%

Figure 7

4. The Supplemental Agreement must be PINNED by the Designated Recipient.
5. Before the Designated Recipient can PIN the Supplemental Agreement, the status should read: "Obligated/Sup Agmt Execution Req'd" (see Figure 8)



Project Details

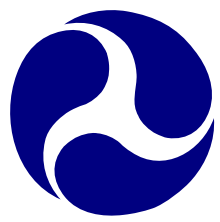
Project Number:	AL-90-X143-00	FY2000
Application Type:	Electronic	
Entered:	1/19/2000	
Recip. Contact:	Mac Champion	
FTA Manager:	David Mucher/Brian Glenn	
Status:	Obligated/Sup Aqmt Execution Reqd	
Description:	Capital & Preventive Maintenance	
Recipient:	5600	CITY OF PRATTVILLE

Execute Award

Summary	Award	Supp. Agreement
Recipient:	2107	CITY OF DETROIT DEPARTMENT OF TRANSPORTATION
Project:	MI-90-X370-00	FY 2001 Section 5307 Carryover Fund
Amend:	FY 2001 Section 5307 Carryover Fund	
Status:	Obligated/Sup Aqmt Execution Reqd	No MS/P Report, No FSR
Project Type:	Grant Award	
App. Type:	<input type="radio"/> Paper <input checked="" type="radio"/> Electronic	
Preaward Auth.:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Figure 8

6. The Designated Recipient will have rights to PIN the award at the bottom of the screen in the Supp. Agreement Tab (see Figure 9)
7. Once the Designated Recipient has entered his or her PIN, the Recipient can return to the Award Tab and PIN.



The screenshot shows a web browser window titled "Execute Award" with a URL starting with "https://ftateamweb.fta.dot.gov". The window has three tabs: "Summary", "Award", and "Supp. Agreement", with the "Supp. Agreement" tab selected. The main content area displays the following text:

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION**

**SUPPLEMENTAL AGREEMENT
(Attachment to FTA G-13, October 1, 2006)**

The Federal Transit Administration is required by 49 U.S.C. § 5307 to enter into a formal agreement with the Designated Recipient for projects that the Designated Recipient does not carry out directly. Under this Grant Agreement, the Grantee is not the Designated Recipient. Therefore, in accordance with 49 U.S.C. § 5307, the Designated Recipient hereby agrees to permit the Grantee under this Grant Agreement to receive and dispense the

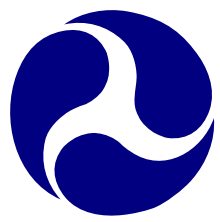
Please note that this verification is being recorded under the name of:

Officials Name:

Title: PIN:

The window's status bar at the bottom shows "Done", "Trusted sites" with a green checkmark, and a zoom level of "100%".

Figure 9



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